SET FOUR

4.1. Fill in the blanks with the missing words given in the box:

…1… are people who are trained and experienced in the …2… and …3… of accounting. Try are generally …4… as …5… accountants or …6 … accountants. A private (or non-public) …7… is an accountant who is …8… by a specific organisation. A medium-sized or large …9… may …10… one or several private accountants to design its …11…, manage its …12… , prepare the variety of …13… required by …14… or by …15…, and provide managers with advice and …16… . Private accountants …17… their services only to their …18… . Public accountants may be …19… , or they may work for …20… . Accounting firms range in …21… from one person …22… to …23… firms with hundreds of accounting …24… and thousands …25… .

Choose from:

Systems / methods / accountants / accountant / public / private / classified / reports / accounting department/ accounting system / employ / firm / employed / self-employed / employers / provide / assistance / law / management / accounting-firms / employees / size / partners / international / operations.

4.2. Match the following words with the definitions below:

a. board of directors
b. intangible assets
c. current liabilities
d. goodwill
e. fixed assets
f. public limited company
g. stockholders
h. multinational corporation
i. LIFO
j. balance sheet
k. current assets

26. … is a financial statement which indicates the condition of a company on a specific date.
27. …are either cash or iterns which will be turned into cash during the current business period.

28. …are those that will be kept and used for a long time; they include land, buildings and equipment.

29. … are assets that do not exist physically but have a value based on legal rights.

30. …is the vakue of a firm's reputation, location, earning capacity, and other intangibles that make the business a profitable concern.

31. A… is a group of indivuals elected by the stock-holders of a corporation to make major decisions for the company.

32. A… is a corporation that has offices and plants in more than one country.

33. The… are the owners of a corporation.

34. … is an accounting technique for calculating cost of inventory based on last in, first out.

35. A… is a company whose members have normally no limitation of their right of transferring their shares to other persons.

36. … are debts which must be paid during the current business cycle.

4.3. Supply the appropriate tense of the verb in brackets:

37. I asked him when the new product (be) ready.
38. They asked me how much we (plan) to spend on advertising.
39. They asked me where we (intend) to advertise.
40. Tom wanted to know what discount we (give) our future distributors.
41. They asked us why it (take) so long to match that level of development.
42. They wanted to know who the product (aim) at.
43. She asked me what sort of problems we (have) in developing the product.
44. I asked her if the hotel (be) O.K.
45. Tom asked her if she (feel) tired after the trip.
46. Jerry asked her if she (feel) confident about their project.
47. Tom asked if they (like) the idea of a joint venture.
48. I wanted to know much market interest there (be) in the new product before.
49. He asked if they (can) deliver sooner.
50. Tom wanted to know if I (have) any time off in Nigeria.

4.4. Match the sentences in column (A) with the reported statements in column (B); put the letter next to the corresponding number:

A	Letter	B
51. Don't forget to sign the contract		a. He apologised for signing the contract
52. I didn't sign the contract.		b. He warned me not to sign the contract
53. Go ahead, sign the contract, It's a really good idea.		c. He encouraged me to sign the contract
54. If I were you, I would sign the contract.		d. He ordered me to sign the contract
55. No, I will not sign this contract under any circumstances.		e. He flatly refused to sign the contract
56. I'm so sorry I signed the contract.		f. He admitted having signed the contract
57. Yes, I am afraid to say that it was me who signed the contract.		g. He reminded me to sign the contract
58. I'll sign the contract if you like		h. He offered to sign the contract
59. Sign the contract now!		i. He advised me to sign the contract
60. I really wouldn't sign the contract. You haven't read it. It could be a disaster.		j. He denied signing the contract

4.5. Choose the best verb underlined in the direct speech sentence:

61. Helen asked me if I liked their company.
Do you like / Did you like our company?
62. Bob asked Mary if she had signed the contract the previons week.
Have you signed / Did you sign the contract last week?
63. The manager asked me if those papers belonged to me.
Do these papers belong / Did these papers belong to you?
64. Fiona asked me if I had seen her umbrella anywhere.
Did you see / Have you seen my umbrella anywhere?
65. He asked Mary when she whould get back from Australia.
When did you get /Have you got back from Australia?
66. Radu asked Steve who he had been to the conference with.
Who did you go / Had you been to the conference with?
67. My colleagues asked me what time I had got to the headquarters the night before.
What time did you get / Have you got to the headquarters last night?
68. David asked a passer-by if that was the right road for Pite[ti.
Is this /Was this the right road for Pite[ti?
69. They asked me where the railway station was.

Could you tell me where was / is the railway station?
70. Charles asked me if I liked fish and chips.
Did you like /Do you like fish and chips?

4.6. Open the brackets and supply the right tense:

When my parents decided …71… (get) a new satellite television, I asked them why they …72… (think) this …73… (be) a good idea. I doubted whether it …74… (be) really necessary, and I …75… (tell) them that I …76… (think) they …77… (spend) too much time …78… (watch) television. They agreed they …79… (not go) out very much, but …80… (insist) that they …81… (think) about the matter very carefully. They said they …82… (enjoy) television and …83… (continue) to watch it. I said I …84… (not remember) …85… (be) asked about it.

4.7. The following minutes were taken down by Gregory who forgot the tenses of the verbs. Help him by supplying the right tense:

Mr. Pitt …86… (open) the meeting and …87… (underline) the importance of …88… (reach) an agreement on the choice of site.

Mr.Powell …89… (outline) the reasons for …90… (reject) two of the sites investigated. He …91… (point out) that the two remaining sites …92… (be) similar in size, but one of them …93… (be) much cheaper.

Mr. March …94… (explain) that the difference in price …95… (be) probably due to the lack of acces to rail and road.

Mr. Pitt …96… (close) the meeting and …97… (announce) that a survey …98… (be commissioned) to investigate that site in detail. He …99… (add) that tenders …100… (be invited) from contractors.